Adding a Tech Tag to an Action Step Inside ALEAT
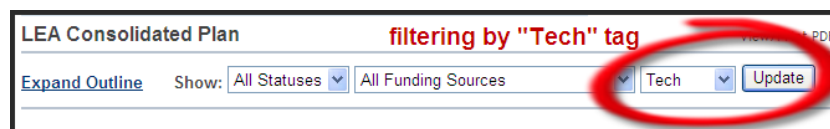
CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

The "Tech" tag needs to be checked for **ALL** *action steps* related to technology throughout the Consolidated Plan.

ADE will filter the Consolidated Plan by the "Tech" tag when reviewing Technology Plans.

Check the box "Tech" tag for all items related to technology.

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CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Adding "Tech" tags **[Tech]** to new **action steps** that support the strategy.

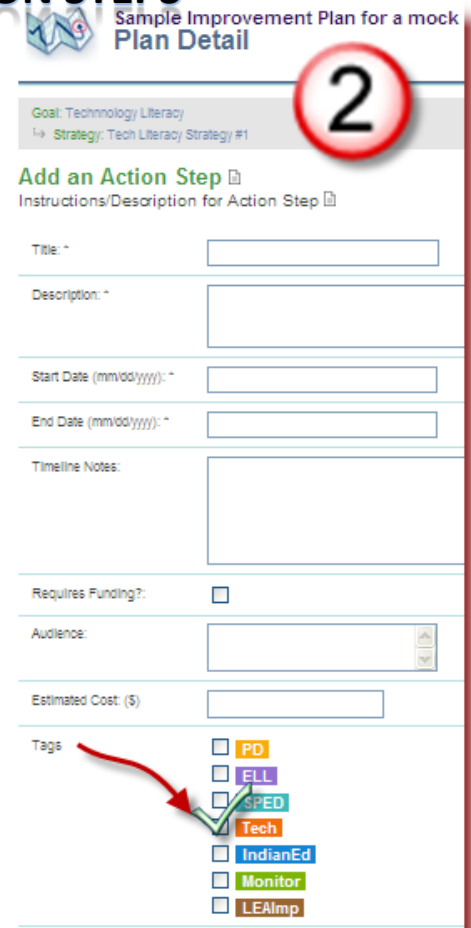1. Select the hyperlink **Add Action Step** from the "Strategy" blue box.
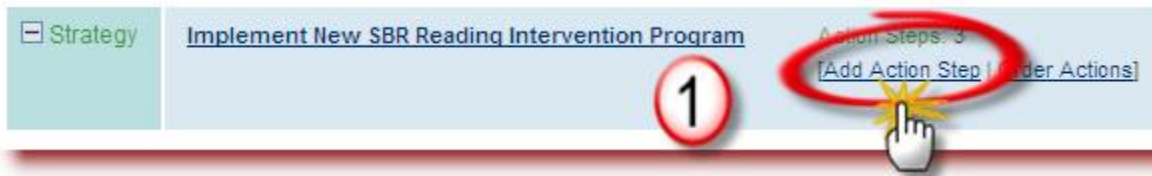
2. Complete the required information, including selecting the Tech tag, and save.

Sample Improvement Plan for a mock
Plan Detail

Goal: Technology Literacy
↳ Strategy: Tech Literacy Strategy #1

Add an Action Step
Instructions/Description for Action Step

Title: *

Description: *

Start Date (mm/dd/yyyy): *

End Date (mm/dd/yyyy): *

Timeline Notes:

Requires Funding?: ☐

Audience:

Estimated Cost: ($)

Tags   ☐ PD
       ☐ ELL
       ☐ SPED
       ☑ Tech
       ☐ IndianEd
       ☐ Monitor
       ☐ LEAImp

Adding a Tech Tag to an Action Step Inside ALEAT

CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Edit a current action step to add a Tech tag.

1. Select the hyperlinked name of the action step.
2. Click Edit.
3. Select the Tech tag and save.